Travel Settlements

About Travel Settlements

- The UTS program provides the user with the capability to create a **Request for Settlement** for TDY, Local and MILPCS travel. Settlement claims are used to calculate the allowances the Traveler is entitled to for performing the ordered travel. Upon completion of the travel, settlements are entered into UTS by either the **Traveler**, **Proxy**, or **Signature Proxy**.
- Once approved by the **Authorizing Official**, settlement claims are **transferred** to IATS for computation.
- A **Request for Settlement** cannot be created unless there is an approved **Travel Authorization** or **Travel Order** record in the database.

Creating Request for Settlement

When there is an approved **Travel Authorization** or **Travel Order** record in the database, a **Request for 1351-2 Settlement** may be created by either a **Traveler**, **Agency Proxy**, or a **Signature Proxy**.

The steps involved in creating a Request for 1351-2 Settlement depend on which of the following **View** modes is used:

- **Traveler**
- **Proxy**
- **Signature Proxy**

Creating Request for 1351-2 Settlement - Traveler View:

1. Login to UTS as a **Traveler** or change the view to Traveler if necessary.
2. At the **UTS Request Status** screen, there are two ways to access the **Request for TDY** or **MILPCS Travel Settlement** screen:
    - **Method 1:** - **Click** on the **Create** button. A drop down menu appears listing a variety of travel actions. **Click** on **Request for 1351-2 Settlement** and the **Select Traveler Order** screen appears.
    - **Method 2:** - **Click** on the **File** menu and then **point** on the **Create** option. A drop down menu appears listing a variety of travel actions. **Click** on **Request for 1351-2 Settlement** and the **Select Traveler Order** screen appears.

3. At this screen **point** and **click** on an order displayed in the table and then **click** the **Create Settlement for Selected Order** button. If the correct order is not displayed, **click** on the **Create Settlement for New Travel Order** button.

4. After clicking the **Create Settlement for Selected Order** button or creating a new order, the **Request for TDY** or **MILPCS Settlement** screen appears.

5. Complete the **Request for Settlement** screen. Refer to the **links** listed below under the heading "**See Also**" for additional instructions.

Creating Request for 1351-2 Settlement - Proxy View:

1. Login to UTS as a **Proxy** or change the view to Proxy if necessary.

2. At the **UTS Request Status** screen, there are two ways to access the **Request for TDY** or **MILPCS Travel Settlement** screen:
   - **Method 1: - Click** on the **Create** button. A drop down menu appears listing a variety of travel actions. **Click** on **Request for 1351-2 Settlement** and the **Select Traveler and Travel Order** screen appears.
   - **Method 2: - Click** on the **File** menu and then **point** on the **Create** option. A drop down menu appears listing a variety of travel actions. **Click** on **Request for 1351-2 Settlement** and the **Select Traveler and Travel Order** screen appears.

3. At this screen, the **Travelers** table lists all of the Travelers the Proxy can perform services for. **Click** the desired Traveler's **name**, and any travel authorizations or travel orders that have already been created will appear in the **Travel Orders** table.
4. **Point** and **click** on an order displayed in the Travel Orders table and then **click** the **Create Settlement for Selected Order** button. If the correct order is not displayed, **click** on the **Create Settlement for New Travel Order** button.
5. After clicking the **Create Settlement for Selected Order** button or creating a new order, the **Request for TDY** or **MILPCS Settlement** screen appears.
6. Complete the **Request for Settlement** screen. Refer to the **links** listed below under the heading "**See Also**" for additional instructions.

See Also

Entering TDY Settlements

Entering MILPCS Settlements

Request for 1351-2 Settlement Itinerary

Reason for Stop

Method of Reimbursement

Entering Reimbursable Expenses

Request for Settlement - Itinerary

The **Itinerary** section is used to record the details regarding the trip. Complete this section by entering the following information:

- **Depart Date** - The departure date on the first line of the itinerary automatically defaults from the **beginning date** entered at the **Period Covered** field in the **Top** section of the Travel Order. Press *Enter* to continue or type a different date if necessary.
- **Depart Location** - At this field, the **Location Lookup** screen automatically appears.

At the **State/Country** field, type the first letter of the state or country then **click** the *Up/Down* **arrows** until the desired name is displayed. **Click** on the **name** to select.

At the **City** field, type the first two letters of the city name. This displays a listing of city names, for the previously selected state or country, beginning with those letters. **Click** on the desired city **name** to select.

- **Transportation** - At this field, a drop down listing of various transportation modes appears. **Click** the *Up/Down* **arrows** until the desired mode is displayed. **Click** on the correct **mode** to select.
- **Group ?** - When **Group Travel Rules** has been activated in the **Top** section of the Travel Order, and the transportation mode is **PP**, **CP**, **CV**, **GP**, **GR**, **GV**, **TP**, **TV**, **AF**, **CS**, the user must specify whether Group Travel rules apply. If Group Travel rules apply to the leg, **click** this box.

Note: When **Group Travel** rules are selected, the computation program will not calculate any **per diem** for the Group Travel leg.

- **Arrive Date** - The date at the previous **Departure Date** field **defaults** to the Arrival Date field. Press *Enter* to accept this date or type a new date if necessary.
- **Arrive Location** - Use the **same method** explained at the **Depart Location** field to complete the Arrive Location field. This should be the location where the traveler stops to perform **official duty**.

Note: At the **Arrival Location Lookup** screen, **click** the **Onboard Ship** box if the location the traveler is arriving at is a Government Vessel.

A drop down listing of US Coast Guard **ship names** appears. Begin typing the name of the ship or **click** the *Up/Down* **arrows** until the desired ship name is displayed, then **click** on the correct ship's name to make a selection.

- **Reason for Stop** - At this field, a drop down listing of various reasons for stopping appears. The **default** value for this field is **TD - Temporary Duty**. Press *Enter* if this is correct. If not, **click** the *Up/Down* **arrows** until the desired reason is displayed. **Click** on the correct reason to select.
- **Method of Reimbursement** - At this field, a drop down listing of various per diem computation methods appears. The **default** value for this field is **LDP - Lodgings Plus**. Press *Enter* if this is correct. If not, **click** the *Up/Down* **arrows** until the desired method is displayed. **Click** on the correct method to select.
- **Quarters** - At this field, a drop down listing of various lodging types appears. The **default** value for this field is **CQ - Commercial Lodging**. Press *Enter* if this is correct. If not, **click** the *Up/Down* **arrows** until the desired type is displayed. **Click** on the correct type to select.
- **Messing** - At this field, a drop down listing of various meal types appears. The **default** value for this field is **CM - Commercial Meals**. Press *Enter* if this is correct. If not, **click** the *Up/Down* **arrows** until the desired type is displayed. **Click** on the correct type to select.
- **Lodging Cost** - At this field, enter the daily lodging cost for the location where the traveler remained overnight.
- **POC Miles** - At this field, enter the official distance for the ordered travel if a privately owned vehicle was used.

Note: Use the procedures previously explained to complete the return travel leg or additional travel legs for the itinerary. When finished with the itinerary, complete the **Reimbursable Expenses** section, if necessary, or **save** the claim and release it to the **Authorizing Official** for **approval**.

See Also

Entering Dates

Reason for Stop

Inserting Itinerary Legs

Deleting Itinerary Legs

Request for Settlement - Reimb. Expenses

Exceptions

Occasional Expenses

Deleting Request for Settlement

Canceling Request for Settlement

Saving Request for Settlement

Printing Request for Settlement

Releasing Request for Settlement

Reason for Stop

When completing an Itinerary, a **Reason for Stop** code is required on each arrival line. A table appears at the Reason for Stop field displaying a variety of codes that may be used.

The purpose of the code is to determine what action must be taken by the travel computation system and what allowances are applicable. A **listing** of the various **Reason for Stop** codes and an **explanation** of their purpose is provided below:

- **AT - Awaiting Transportation** - This is used when the traveler is simply stopping at a location to change the mode of transportation.
- **TD - Temporary Duty** - This is the default value at this field since it is the most common reason a traveler stops. Use this code when the point the traveler arrived at is the TDY point.
- **LV - Leave** - Use this code when the traveler has stopped at a location for the purpose of taking leave. This code will cause the computation system to terminate per diem during the leave period.
- **MC - Mission Complete** - Use this code when the trip is finished and the traveler has arrived at the Permanent Duty Station (**PDS**).
- **AD - Authorized Delay** - Use this code when the traveler has made an official stop and remained overnight while enroute to an official duty point.
- **VR - Voluntary Return** - Use this code when a traveler has voluntarily returned to the PDS during a TDY trip. This commonly occurs when travelers are on lengthy TDY trips and there is

a holiday weekend involved. Using this code causes the computation system to perform a cost comparison of what it would have cost the government had the traveler remained at the TDY location. This cost is then compared to the expenses the traveler incurred for performing the VR travel. The traveler is reimbursed these travel expenses up to what it would have cost the government to remain at the TDY location.

- **DV - Drop Off Vehicle At Vehicle Port** - Use this code when the purpose of the stop is to drop off a Privately Owned Vehicle (POV) at a vehicle port facility for overseas shipment.
- **PV - Pick Up Vehicle At Vehicle Port** - Use this code when the purpose of the stop is to pick up a POV from a vehicle port facility for movement to a new PDS.
- **ES - Enroute Stopover** - Use this code when the traveler has made an official stop and remained overnight while enroute to an official duty point.
- **DP Drop Off Passengers** - Use this code when the purpose of the stop is to drop off passengers at a passenger facility. This ordinarily occurs when delivering a POV to a vehicle port facility for overseas shipment in conjunction with a PCS and passengers are dropped off first.
- **PP - Pick Up Passengers** - Use this code when the purpose of the stop is to pick up passengers at a passenger facility. This ordinarily occurs after a POV is picked up from a vehicle port facility in conjunction with a PCS and the passengers are picked up afterwards.
- **DL - Designated Location** - Use this code when the stop location is a point designated as a delay point for dependents pending orders for overseas PCS travel, or when overseas travel is denied. This is also the appropriate code to identify a location as a Consecutive Overseas Tour (COT) leave point.
- **HP - Change of Home Port** - Use this code when the purpose of the stop is deliver a POV at the new Home Port and the traveler returns to the old Home Port pending enroute travel.

Method of Reimbursement

A **Method of Reimbursement** code is used to determine what per diem **entitlement rule** is applicable for the trip. When completing an Itinerary, a Method of Reimbursement code is required on each arrival line where the reason for stop code is **TD**, **AD**, or **ES**. A table appears at the Method of Reimbursement field displaying a variety of codes that may be used. Following, is a list of the Method of Reimbursement codes listed by UTS and an explanation of their meanings:

- **LDP - Lodgings Plus**. This is the **most common** per diem reimbursement method. Under the lodgings plus rules, the traveler is entitled to the actual amount spent for lodging, **not to exceed the maximum rate established for the locality**, plus a flat amount for meals and incidental expenses (M&IE), that has also been pre-determined. For example; under the Lodgings Plus rules, the maximum locality rate for Washington DC is $115 for lodging and $46 for M&IE. If the traveler actually pays $110 for lodging, the entitlement will be $161 for the day.
- **FD - Field Duty**. This is the method that should be used when the traveler is performing temporary duty under field conditions. Under this reimbursement method, **no per diem** is payable. This prohibition begins at **0001** on the day after the field duty begins and terminates at **2400** on the day prior to the day the field duty ends.
- **SD - Sea Duty**. This is the method that should be used by all **Coast Guard members** when performing temporary duty on-board a **US Government Vessel**. Under this reimbursement

method, **no per diem** is payable. This prohibition begins at **0001** on the day after the traveler arrives on-board and terminates at **2400** on the day prior to the day the traveler departs.

- **LTT - Long Term Training**. This reimbursement method applies to **civilian employees** of the federal government only. Under this reimbursement method, the employee is entitled to **55%** of the **maximum rate established for the locality**. There are **two** criteria for this entitlement rule. The first criteria is that the purpose of the TDY is for **training** and is for a period of more than 30 days. The second criteria is that the purpose for the TDY is **any reason** and is for a period of more than 180 days.
- **AE - Actual Expense**. This is the method that should be used when it has been determined that the standard locality per diem rate will not adequately cover the expenses, and reimbursement of **Actual Expenses** for both **lodging** and **M&IE** is being requested or approved. Under this method, the standard locality per diem rate is increased by **150%**.

Tip: When **AE** is selected as the Method of Reimbursement, the user must **click** on the **Exceptions** button after completing the itinerary and then enter the amounts spent for M&IE at the **Daily Exceptions** screen.

- **AELP - Actual Expense Lodgings Plus**. This is the method that should be used when it has been determined that the standard locality per diem rate will not adequately cover the expenses for lodging, and reimbursement of **Actual Expenses** for **lodging** only is being requested or approved. Under this method, the standard locality per diem rate, for lodging only, is increased by **150%**. The M&IE is reimbursed using the standard flat rate established for the locality.
- **NPD - No Per Diem.** This is the method that should be used when the traveler is not entitled to per diem while performing official duty travel. Some examples of travel situations when this rule may apply are **Auxiliarist**, **Emergency Leave**, and **Medical Patient** travel.
- **INP - Inpatient Hospital**. This is the method that should be used when the traveler has been admitted to a hospital as an inpatient. Under this reimbursement method, **no per diem** is payable. This prohibition begins at **0001** on the day after the patient is admitted and terminates at **2400** on the day prior to the day the patient is discharged.
- **REH Rehabilitation Center**. This is the method that should be used when the traveler has been admitted to a Rehabilitation Center as an inpatient. Under this reimbursement method, **no per diem** is payable. This prohibition begins at **0001** on the day after the patient is admitted and terminates at **2400** on the day prior to the day the patient is discharged.
- **AF - Alaskan Ferry**. This is the method that should be used when the traveler has boarded the **Alaska Marine Highway System**, a.k.a., the Alaskan Ferry. While on board this ferry, a per diem (M&IE) equal to the highest CONUS M&IE to cover meal and incidental expenses is payable for each full day. Per diem is payable for the day of arrival (embarkation) on board the ferry at the rate applicable to the port of embarkation.
- **BC Boot Camp**. This is the method that should be used by Reservists who are traveling from their home to their Basic Training location and return. While at the training location, **no per diem** is payable. This prohibition begins at **0001** on the day after the traveler arrives and terminates at **2400** on the day prior to the day the traveler departs.
- **SAE - Super Actual Expense**. This is the method that should be used when it has been determined that the standard locality per diem rate will not adequately cover the expenses, and reimbursement of **Actual Expenses** for both **lodging** and **M&IE** is being requested or approved. Under this method, the standard locality per diem rate is increased by **300%**. This method is typically used for relief missions associated with **disasters**.

Tip: When **SAE** is selected as the Method of Reimbursement, the user must **click** on the **Exceptions** button after completing the itinerary and then enter the amounts spent for M&IE at the **Daily Exceptions** screen.

- **SAEL - Super Actual Expense & Lodgings Plus**. This is the method that should be used when it has been determined that the standard locality per diem rate will not adequately cover the expenses for lodging, and reimbursement of **Actual Expenses** for **lodging** only is being requested or approved. Under this method, the standard locality per diem rate, for lodging only, is increased by **300%**. The M&IE is reimbursed using the standard flat rate established for the locality. This method is typically used for relief missions associated with **disasters**.
- **OB - On Board Ship**. This is the method that should be used by individuals who are **not** Coast Guard members and are performing temporary duty on-board a **US Government Vessel**. Under this reimbursement method, civilian employees are entitled to a per diem rate of $2 per day when meals are provided at no cost. If the employee is required to pay for meals, the government meal rate (currently $7.50) applies. In addition, an additional $2 per day is reimbursed if the employee is required to pay for lodging while on-board. This entitlement rule begins at **0001** on the day after the traveler arrives on-board and terminates at **2400** on the day prior to the day the traveler departs.

Exceptions

When an itinerary is entered, UTS prompts for the **Daily Lodging Rate** and the type of **Quarters** and **Meals** applicable at each stop-over location. These values are used as the **default** for the inclusive period involved. On occasion, however, it may be necessary to deviate from the default values. The lodging rate may have been different on a particular day or there may have been a deductible or government meal available that is not reflected in the default values. If this situation occurs, the **Exceptions** function can be used for making adjustments on a daily basis.

Note: The **Exceptions** function must be used to capture the daily expenses for meals and incidental expenses if the traveler was authorized **Actual Expenses** for both **lodging** and **meals** at the official duty point.

Complete the following steps to process an Exception:

1. The **Exceptions** button is located just below the itinerary on the **Trip** screen. **Click** this button.

2. After clicking on the **Exceptions** button, the **Daily Exceptions** screen appears.

3. At this screen adjustments can be made in the following areas for any listed day:
    - Breakfast, Lunch, and Dinner **Type**
    - Lodging **Cost**
    - Breakfast, Lunch, Dinner and Incidental Expenses **Cost**
4. **Point** and **click** in the desired input field.
5. If changing a **meal type**, a drop-down listing of various meal types appears. **Point** and **click** on the new **meal type** to make a selection.
6. If changing the lodging, meals, or incidental expenses **cost**, simply **type** the new dollar amount.
7. When finished **click** the **Save** button.

Occasional Expenses

For certain types of travel situations, per diem is not payable. If a traveler is required to use personal funds to purchase meals or lodging, however, these expenses are considered to be **Occasional Expenses**. Reimbursement for the purchase of occasional expenses typically occur under one of the following circumstances:

- **Round Trip** performed in **12 hours or less**
- Duty on board a **Government Ship**
- **Field** conditions

If one of these situations apply, the **Occasional Expenses** screen is used to capture the expenses for lodging and meals purchased by the traveler with personal funds.

Complete the following steps to make input for Occasional Expenses:

1. The **Occasional Expenses** button is located just below the itinerary on the **Trip** screen. **Click** this button.

2. After clicking on this button, the **Occasional Expenses** screen appears.

3. At this screen, make the required input at each of the following fields:
   - **Date** - Enter the date in which the occasional expense was incurred.
   - **Type of Expense** - At this field, a drop down listing appears displaying various types of occasional expenses. **Point** and **click** on the desired type.
   - **Amount** - **Type** the dollar amount claimed for the occasional expense.
   - **Location** - The location entered at this field should be the location where the official duty was performed or the traveler remained overnight. At this field, **click** on the **Choose City** button and the **Location Lookup** screen appears. At the **State/Country** field, type the first letter of the state or country then **click** the *Up/Down* **arrows** until the desired name is displayed. **Click** on the **name** to select. At the **City** field, type the first two letters of the city name. This displays a listing of city names, for the previously selected state or country, beginning with those letters. **Click** on the desired city **name** to select.

4. When finished with the input, **click** on the **Save** button.

Request for Settlement - Reimb. Expenses

The **Reimbursable Expenses** section is used to record the expenses incurred that were not associated with per diem. Complete this section by entering the following information:

- **Date** - At this field, enter the date of the expense.
- **Nature of Expense** - At this field, a drop down listing of various expense items appears. **Click** the *Up/Down* **arrows** until the desired expense item is displayed. If the user types the first letter of the description, UTS scrolls the listing until locating the first item beginning with this letter. The user may then use the *Up/Down* arrows to display the exact item. Once the correct item is displayed, **click** on this item to select.

Tip: If there is no item in the drop down listing that matches the description of the expense, **type** the correct **description** in the **Nature of Expense** field.

- **Claimed** - At this field, enter the amount claimed by the traveler.

When finished entering the reimbursable expenses, take the required action to **save** the claim and **forward** it to the **Authorizing Official** for **approval**.

See Also

Inserting Expense

Deleting Expense

Exceptions

Occasional Expenses

Deleting Request for Settlement

Canceling Request for Settlement

Saving Request for Settlement

Printing Request for Settlement

Releasing Request for Settlement

Deleting Request for 1351-2 Settlement

There are several ways to **delete** a Request for 1351-2 Settlement. The method to use, however, depends on which input screen is currently displayed.

Deleting a Request for 1351-2 Settlement:

1. Log into UTS. Change the view to Traveler, or Proxy, if necessary.
2. At the **UTS Request Status** screen, use one of the following methods:
   - **Method 1: - Point** and **click** on the desired Settlement listed in the Claims List. After selecting a claim, **click** the **File** menu and then select the **Delete** option. A pop-up appears asking if you are sure you wish to delete this claim. **Click** on **Yes.**
   - **Method 2: - Point** and **click** on the desired Settlement listed in the Claims List. After selecting a claim, **click** the **Delete** button at the bottom of the screen. A pop-up appears asking if you are sure you wish to delete this claim. **Click** on **Yes.**
   - **Method 3: - Point** and **click** on the desired Settlement listed in the Claims List. After selecting a claim, **click** the **Modify or View** button. The **Request for TDY** or **MILPCS Settlement** screen appears depending on the type of claim selected. At this screen, **click** the **Delete Request** button. A pop-up appears stating "**Deleting this Request?**". **Click** on **Yes**.

Tip: The details for a particular **Trip** or **Expense** can also be deleted by **clicking** on the desired **trip** or **expense** appearing in the **Trips Taken** or **Expenses Claimed** box and then **clicking** on the **Delete** button.

Canceling Request for 1351-2 Settlement

There are several ways to cancel the initial input or changes being made to a Request for 1351-2 Settlement. The cancel function will only delete the current input, however. If the request has been saved previously, the **Delete Request for 1351-2 Settlement** option must be used to completely remove the request.

Use one of the following methods to Cancel the input to a Request for 1351-2 Settlement:

- **Method 1: - Click** the **Cancel** button at the bottom of the **Trip** screen if you wish to cancel this screen and return to the previous screen. A pop-up appears asking if you wish to cancel this screen. **Click** on **Yes**. This action will cancel the trip and return the user to the **Request for Settlement** screen.
- **Method 2: - Click** the **File** menu at the top of the **Trip** screen then **click** on the **Cancel all Changes** option. A pop-up appears asking if you wish to cancel this screen. **Click** on **Yes**. This action will cancel the trip and return the user to the **Request for Settlement** screen.
- **Method 3: - Click** the **Cancel all Changes** button at the bottom of the **Exceptions** or **Occasional Expenses** screen if you wish to cancel the input to one of these screens and return to the previous screen. A pop-up appears asking if you wish to cancel this screen. **Click** on **Yes**.
- **Method 4: - Click** on the **File** menu at the top of the **Request for Settlement** screen, then **click** on the **Cancel all Request Changes & return** option. A pop-up appears asking if you wish to cancel this screen. **Click** on **Yes**. This action actually cancels all of the input made to the settlement.

See Also

Deleting a Request for 1351-2 Settlement

Releasing Request for 1351-2 Settlement

There are several ways to release a Request for 1351-2 Settlement. This process can be performed by either the **Traveler** or the **Signature Proxy** designated by the Traveler.

Use one of the following methods to release a Request for 1351-2 Settlement:

1. Login to UTS. Afterwards, change the view to Traveler or Proxy, if necessary.
    - **Method 1: - Click** the **Send to** button at the bottom of the **Request for Settlement** screen and then **click** on **Send to AO**.

- **Method 2: - Point** and **click** on the desired Settlement listed in the Claims List on the **UTS Request Status** screen, then **click** the **Send to Auth** button.

- **Method 3: - Click** on the desired Settlement listed in the Claims List on the **UTS Request Status** screen, **click** on the **File** option, then **click** on the **Send to Authorizing Official** option.

2. After using one of the (**3**) methods to release the settlement, the **Select Authorizing Official** screen appears requiring the user to select an AO.

3. At the **Select Authorizing Official** screen, the name of the traveler's unit will be displayed at the **Site** field and the designated Authorizing Officials are listed below. If the correct AO is listed **click** on the desired name, then **click** on the **Transmit to AO** button. The user can also **click** on the **Change Site** button to select a different unit and see a list of Authorizing Officials for the newly selected unit.

4. After selecting an AO, a pop-up appears requiring the entry of a **Confirmation** Password. This is the Secondary Password that was created when the user's Personal **Profile** was created.

5. After entering a confirmation password, UTS **forwards** the transaction to the **AO** and returns to the **UTS Request Status** screen.

Printing Request for 1351-2 Settlement

There are three ways to **print** a Request for 1351-2 Settlement:

1. **Click** the **Print Request** button at the bottom of the **Request for Settlement** or **Trip** screens.
2. **Click** on the **Print Expense** button at the **Trips Taken** or **Expenses Claimed** section of the **Request for Settlement** screen.
3. **Click** on the **File** menu at the top of the **Request for Settlement** or **Trips** screens, then **click** on the **Print Request** option.

Saving Request for 1351-2 Settlement

There are several ways to **Save** a Request for 1351-2 Settlement. The method to use, however, depends on which input screen is currently displayed.

Use one of the following methods to Save a Request for 1351-2 Settlement:

- **Method 1:** - **Click** the **Save** button at the bottom of the **Request for Settlement** screen.

- **Method 2:** - **Click** the **File** menu at the top of the **Request for Settlement** screen, then **click** on the **Save Request Changes & return** option.

- **Method 3:** - **Click** the **Save** button at the bottom of the **Trips** screen.

- **Method 4:** - **Click** the **File** menu at the top of the **Trips** screen, then **click** on one of the two Save options.

- **Method 5:** - **Click** the **Save** button at the bottom of the **Exceptions** or **Occasional Expenses** screens.

Viewing Request for Settlement

On occasion, it may be necessary to **View** a Request for 1351-2 Settlement that has been created and saved.

Regardless of whether the user is logged into UTS as a **Traveler**, **Proxy**, or **Authorizing Official**, the process for viewing a Request for 1351-2 Settlement is essentially the same. The only difference is that the name of the initial screen is titled (**UTS Request Status**) for the **Traveler** and **Proxy**. For the **AO**, this screen is titled (**UTS Requests Requiring Action**).

Use one of the following methods to View a Request for 1351-2 Settlement:

1. Login to UTS.
2. At the **UTS Request Status** or **UTS Requests Requiring Action** screen, there are two ways to view the **Request for TDY** or **MILPCS Settlement** screen:
    - **Method 1:** - **Point** and **click** on the Request for 1351-2 Settlement displayed in the Claims List. After selecting a claim, **click** the **File** menu and then select the **Modify or View** option.
    - **Method 2:** - **Point** and **click** on the Request for 1351-2 Settlement displayed in the Claims List. After selecting a claim, **click** the **Modify or View** button.

3. After using either method **1** or **2**, the **Request for TDY** or **MILPCS Settlement** screen appears.

4. At this screen, the user can view the input screens for a **trip** or **expense** by highlighting the desired item and **clicking** the **View/Modify** button.

   Note: Click the **View/Modify** button in the **Trips Taken** or **Expenses Claimed** section to view the **Itinerary**, **Exceptions**, **Occasional Expenses**, or **Reimbursable Expenses** sections.

5. When finished **Viewing** the request, **click** the **Cancel Changes** button, the **Save** button, or the **X** in the top right hand corner of the **Request for Settlement** screen, and answer **Yes**.

See Also

Modifying a Request for Settlement

Modifying Request for Settlement

On occasion, it may be necessary to **Modify** a Request for 1351-2 Settlement that has been created and saved.

Regardless of whether the user is logged into UTS as a **Traveler**, **Proxy**, or **Authorizing Official**, the process for modifying a Request for 1351-2 Settlement is essentially the same. The only difference is that the name of the initial screen is titled (**UTS Request Status**) for the **Traveler** and **Proxy**. For the **AO**, this screen is titled (**UTS Requests Requiring Action**).

Use one of the following methods to Modify a Request for 1351-2 Settlement:

1. Login to UTS.

2. At the **UTS Request Status** or **UTS Request Requiring Action** screen, there are two methods for accessing the **Request for TDY** or **MILPCS Settlement** screen.

Method 1: - Point and **click** on the desired Settlement displayed in the Claims List. After selecting a claim, **click** the **File** menu and then select the **Modify or View** option.

Method 2: - Point and **click** on the desired Settlement displayed in the Claims List. After selecting a claim, **click** the **Modify or View** button.

3. At the **Request for Settlement** screen, press **Enter** or **Tab** to advance through the input fields, or **point** to the desired field and **click** the left mouse button. **Type** the required change or **select** a new option as needed.
4. The **Trip** screen can also be modified by **clicking** on the desired **trip** or **expense** appearing in the **Trips Taken** or **Expenses Claimed** box and then **clicking** on the **View/Modify** button.

Note: Click the **View/Modify** button in the **Trips Taken** or **Expenses Claimed** section to modify the **Itinerary**, **Exceptions**, **Occasional Expenses**, or **Reimbursable Expenses** screens.

5. After making the desired changes, **click** the **Save** button.

See Also

Request for Settlement - Itinerary

Exceptions

Occasional Expenses

Request for Settlement - Reimb. Expenses

Saving Request for Settlement

MILPCS Settlements

Entering MILPCS Request for Settlement

The **Request for MILPCS Settlement** screen consists of two sections:

- **Request** - This section is used to gather the administrative information.
- **Expenses Claimed** - This section is used to gather the claim specific details for the various types of MILPCS entitlements.

Completing the Request section:

1. **Type of Settlement** - At this field, a listing of claim types appears. **Click** on the desired type to make a selection.
2. **Type of Partial** - At this field, a selection of various type of partial settlements can be made by clicking the buttons at the far right of the selection field. If the claim is not a partial settlement, press *enter* or **click** on the selection **Not A Partial**.
3. **Method of Payment** - At this field, a listing of various payment methods appears. **Click** on the desired method to make a selection.
4. **Amt Previously Advanced** - This field is used to specify the amount of the PCS funds advanced to the traveler. If the advance was recorded in UTS prior the processing of the settlement, that amount will be displayed. Users may enter a higher amount if an additional amount was received and was not recorded in UTS. **Type** the dollar amount of the advance received or a different amount, if necessary.
5. **Accounting** - **Click** on the **Modify Acctng** button to access the Request Accounting screen.
6. **Remarks** - **Click** on the **Remarks** button to access the Remarks Request screen.

Completing the Expenses Claimed section:

When processing settlement requests for MILPCS claims, there is a variety of **entitlements** that may be involved. These entitlements, referred to as expenses, include per diem and transportation allowances for **En Route Travel**, Temporary Lodging Expense (**TLE**), Temporary Lodging Allowance (**TLA**) and Dislocation Allowance (**DLA**).

The following links provide detailed instructions for performing the functions possible at the **Expenses Claimed** section:

See Also

Entering Accounting

Entering Remarks

Adding an Expense

View or Modify an Expense

Printing an Expense

Deleting an Expense

Adding an Expense

Various MILPCS travel entitlements may be added to a settlement request by **clicking** on the **Add Expense** button on the **Request for MILPCS Settlement** screen and then selecting the desired item from the pop-up listing.

Note: Only items that have been authorized on the **Travel Authorization/Order** may be selected.

To make a selection, **click** the **Add Expense** button. A pop-up appears listing the following PCS entitlements:

- En Route
- TLE
- TLA
- DLA

Only the items that have been authorized on the Travel Authorization/Order are displayed with black lettering. **Click** on any item appearing in black lettering to make a selection.

Entering En Route Travel Expenses

When a Coast Guard member and/or dependents relocate from one permanent duty station to another, the travel and transportation allowances are paid as an **En Route** Travel Expense. This expense is entered into UTS by **clicking** on the **Add Expense** button located on the **Request for MILPCS Settlement** screen, and then clicking on **En Route**. After making this selection, the **Trip** screen appears.

The **Trip** screen for a MILPCS settlement consists of four separate sections.

- **Top** - This section is also referred to as the **Miscellaneous Questions** section. If the member/dependent was the owner or operator of the privately owned vehicle (POV), when one was used for the travel, then **click** on the **Owner of POV** box. At the **How many POV's used** field, **type** the number of POV's that were used.
- **Dependents** - This section is used to select which dependents are to be included in the expense calculation. At this section, the name of the member and all dependents are listed, if the dependent information was entered when the MILPCS travel order record was created. **Click** the **Included** box next to the name of each person who participated in the En Route travel.
- **Itinerary** - This section captures the details for the **En Route** travel portion of the PCS claim. Please refer the topic **"Request for Settlement - Itinerary**" by **clicking** on the "**Itinerary**" link under the heading **See Also**.
- **Reimbursable Expenses** - This section is used to capture any expenses that are not covered by per diem. Please refer the topic **"Request for Settlement - Reimb. Expenses**" by **clicking** on the **"Reimbursable Expenses**" link under the heading **See Also**.

See Also

Itinerary

Reimbursable Expenses

Entering TLE/TLA Expense

When a Coast Guard member and/or dependents relocate from one permanent duty station to another, There is normally a period of temporary lodging that may occur at the old duty station, the new duty station, or both. The expenses for this temporary lodging plus meals are paid as a Temporary Lodging Expense (**TLE**) or Temporary Lodging Allowance (**TLA**). This expense is entered into UTS by **clicking** on the **Add Expense** button located on the **Request for MILPCS Settlement** screen, and then **clicking** on **TLE** or **TLA**. After making this selection, the **TLE** or **TLA Allowance** screen appears.

Completing the TLE/TLA Allowance screen:

- **Date** - At this field, **type** the beginning date, in **MMDDYY** format, of the TLE/TLA period.
- **Location** - At this field, the **Location Lookup** screen automatically appears. At the **State/Country** field, **type** the first letter of the state or country then **click** the *Up/Down* **arrows** until the desired name is displayed. **Click** on the **name** to select. At the **City** field, **type** the first two letters of the city name. This displays a listing of city names, for the previously selected state or country, beginning with those letters. **Click** on the desired city **name** to select.
- **Who's Traveling** - At this field, the name of the member and all dependents are listed, if the dependent information was entered when the MILPCS travel order record was created. **Click** the box next to the name of each person who was included in the TLE/TLA period.
- **Lodging Cost** - At this field, **type** the **total** amount of the daily lodging cost for the member and dependents.
- **Mess/Cooking** - At this field, **click** in the box if there were government dining facilities available or if the temporary lodging had cooking facilities. Press **Enter** to continue.

After pressing **Enter** at the **Mess/Cooking** field, a blank line appears below the line just completed. Continue entering the additional TLE/TLA expenses by entering the next date of the period. Notice that UTS populates every field with the information that was entered on the previous line. Make any needed changes, or press **Enter** through each field to continue.

When finished entering the expenses for the TLE/TLA period, **click** the **Save** button.

See Also

Inserting TLE/TLA Expense

Deleting TLE/TLA Expense

Inserting TLE/TLA Expense

On occasion, it may be necessary to **insert** a TLE or TLA expense to an already completed period. This could occur if a date had been accidentally skipped.

Complete the following steps to insert a TLE or TLA expense:

1. **Point** and **click** in the **date** field where the new expense should be inserted.
2. **Click** on the **Insert Expense** button. UTS will insert a **new** line at the selected location in the expenses listing.
3. **Enter** the required expense information.

See Also

Entering TLE/TLA Expense

Deleting TLE/TLA Expense

Deleting TLE/TLA Expense

On occasion, it may be necessary to **delete** a TLE or TLA expense to an already completed period. This could occur if a date had been accidentally entered twice.

Complete the following steps to delete a TLE or TLA expense:

1. **Point** and **click** in the **date** field of the expense to be deleted.
2. **Click** on the **Delete Expense** button. UTS will delete the line for the date selected.

See Also

Entering TLE/TLA Expense

Inserting TLE/TLA Expense

View or Modify an Expense

After a expense has been added to a Request for MILPCS Settlement, the expense may be **reviewed** for accuracy or may be **modified**, if necessary.

Note: The **Traveler** or **Proxy** cannot modify a request that was released to the **AO**, unless the AO returns the request to the Traveler.

Complete the following steps to View or Modify a MILPCS expense:

1. Login to UTS. Afterwards, change the view to Traveler or Proxy, if necessary.
2. Access the **Request for MILPCS Settlement** screen. Refer to the topic "Modifying Request for Settlement" if additional instructions are needed.
3. At the **Request for Settlement** screen, **click** on the desired **expense** appearing in the **Expenses Claimed** box and then **click** on the **View/Modify** button. Either the **Trip** or **TLE/TLA Allowance** screen will appear depending on the type of expense selected.
4. **View** or **modify** the input screens as desired. If any **changes** were made, be sure to take the appropriate action to save the changes.

Printing an Expense

The details for a particular MILPCS **expense** may be printed by either the **Traveler**, **Proxy**, or **Authorizing Official**.

Complete the following steps to Print a MILPCS expense:

1. Login to UTS.
2. Access the **Request for MILPCS Settlement** screen. Refer to the topic “Modifying Request for Settlement” if additional instructions are needed.
3. At the **Request for MILPCS Settlement** screen, **click** on the desired **expense** appearing in the **Expenses Claimed** box and then **click** on the **Print Expense** button.
4. The **Print Setup** screen appears next. At this screen, ensure that the PC is configured to print to the appropriate printer. **Click** on the **OK** button when ready to print.

TDY Settlements

Entering TDY Request for Settlement

The **Request for TDY Settlement** screen consists of two sections:

- **Request** - This section is used to gather the administrative information.
- **Trips Taken** - This section is used to gather the claim specific details

Completing the Request section:

1. **Type of Settlement** - At this field, a listing of claim types appears. **Click** on the desired type to make a selection.
2. **Type of Partial** - At this field, a selection of various types of partial settlements can be made by clicking the buttons at the far right of the selection field. If the claim is not a partial settlement, press *Enter* or **click** on the selection **Not A Partial**.
3. **Method of Payment** - At this field, a listing of various payment methods appears. **Click** on the desired method to make a selection.
4. **Amt Previously Advanced** - This field is used to specify the amount of the TDY funds advanced to the traveler. If the advance was recorded in UTS prior the processing of the settlement, that amount is displayed. Users may enter a higher amount if an additional amount was received and was not recorded in UTS. **Type** the dollar amount of the advance received or a different amount, if necessary.
5. **Accounting** - **Click** on the **Modify Acctng** button to access the Request Accounting screen.
6. **Remarks** - **Click** on the **Remarks** button to access the Remarks Request screen.

Completing the Trips Taken section:

At the **Trips Taken** section, any trips previously entered for the selected travel order are listed. The user may add a new trip if desired or view, modify, print, or delete a previously entered trip.

The following links provide detailed instructions for performing the functions possible at the **Trips Taken** section.

See Also

Entering Accounting

Entering Remarks

Adding a Trip

View or Modify a Trip

Printing a Trip

Deleting a Trip

Adding a Trip

The transaction that calculates the TDY travel entitlement is referred to as a **Trip**. Normally, only one trip may be added to a Request for TDY Settlement. If the **travel order** that directed the travel is a **Blanket** or **Repetitive** order, however, **multiple** trips may be added to a particular Request for TDY Settlement claim.

Complete the following steps to Add a Trip to a Request for TDY Settlement:

1. Login to UTS. Afterwards, change the view to Traveler or Proxy, if necessary.
2. Access the **Request for TDY Settlement** screen. Refer to the topic “Creating Request for Settlement” if additional instructions are needed.

3. At the **Request for Settlement** screen, **click** on the **Add Trip** button. The **Trip** screen will appear.

4. The **Trip** screen for a TDY settlement consists of three separate sections.

   - **Top** - This section is also referred to as the **Miscellaneous Questions** section. If the member was the owner or operator of the privately owned vehicle (POV), when one was used for the travel, then **click** on the **Owner of POV** box.

   At the **Duration of TDY Travel** field, a drop down listing appears displaying several choices representing the duration of the round trip. **Point** and **click** on the correct choice for the duration of the trip.

   - **Itinerary** - This section captures the details for the travel portion of the TDY settlement claim. Please refer the topic **"Request for Settlement - Itinerary**" by **clicking** on the "**Itinerary**" link under the heading **See Also**.
   - **Reimbursable Expenses** - This section is used to capture any expenses that are not covered by per diem. Please refer the topic "**Request for Settlement - Reimb. Expenses**" by **clicking** on the "**Reimbursable Expenses**" link under the heading **See Also**.

5. After completing the Itinerary and Reimbursable Expenses sections, the user may need to access the **Exceptions** or **Occasional Expenses** screens to make changes or make additional input. **Click** on the **links** for these topics under the heading **See Also**, for additional information.

6. After completing the **Trips** screen, **click** on the **Save** button.

See Also

Itinerary

Reimbursable Expenses

Exceptions

Occasional Expenses

View or Modify a Trip

After a trip has been added to a Request for TDY Settlement, the trip may be **reviewed** for accuracy or may be **modified**, if necessary.

Note: The **Traveler** or **Proxy** cannot modify a request that was released to the **AO**, unless the AO returns the request to the Traveler.

Complete the following steps to View or Modify a TDY Trip:

1. Login to UTS. Afterwards, change the view to Traveler, or Proxy, if necessary.
2. Access the **Request for TDY Settlement** screen. Refer to the topic “Modifying Request for Settlement” if additional instructions are needed.
3. At the **Request for Settlement** screen, **click** on the desired trip appearing in the **Trips Taken** box and then **click** on the **View/Modify** button. The **Trip** screen will appear.
4. **View** or **modify** the input screens as desired. If any **changes** were made, be sure to take the appropriate action to save the changes.

Printing a Trip

The details for a particular TDY **trip** may be printed by either the **Traveler**, **Proxy**, or **Authorizing Official**.

Complete the following steps to Print a TDY Trip:

1. Login to UTS.
2. Access the **Request for TDY Settlement** screen. Refer to the topic “Modifying Request for Settlement” if additional instructions are needed.
3. At the **Request for TDY Settlement** screen, **click** on the desired **trip** appearing in the **Trips Taken** box and then **click** on the **Print Expense** button.
4. The **Print Setup** screen appears next. At this screen, ensure that the PC is configured to print to the appropriate printer. **Click** on the **OK** button when ready to print.

Deleting a Trip

After a trip has been added to a Request for TDY Settlement, the trip may be **deleted**, if necessary.

Note: The **Traveler** or **Proxy** cannot delete a trip associated with a request that was released to the **AO**, unless the AO returns the request to the Traveler.

Complete the following steps to Delete a TDY Trip:

1. Login to UTS in the **Traveler** or **Proxy** mode. Change the view to Traveler, or Proxy, if necessary.
2. Access the **Request for TDY Settlement** screen. Refer to the topic “Modifying Request for Settlement” if additional instructions are needed.
3. At the **Request for Settlement** screen, **click** on the desired trip appearing in the **Trips Taken** box and then **click** on the **Delete** button. A pop-up appears asking if the entitlement should be deleted.
4. **Click** on the **Yes** button. After clicking the Yes button, the trip is no longer displayed in the **Trips Taken** box.
5. **Click** on the **Save** button at the bottom of the **Request for TDY Settlement** screen to complete the process.